



DEPARTMENT OF EDUCATION
SCHOOLS DIVISION OFFICE

NEGROS ORIENTAL

Flourishing the Paths to Educational Excellence



October 25, 2016

Division Memorandum

No. 648, s. 2016

SUBMISSION OF ACTIVITY COMPLETION REPORT (ACR)

To : Division Education Program Supervisors/Division Coordinators
Public Schools District Supervisors/District In-Charge
Public Schools Elementary & Secondary School Heads

1. Using the attached template all Districts are expected to submit to the Division Office (Attention: CID Chief) the Activity Completion Report (ACR) on the conduct of the 2016 mid-year INSET.
2. The ACR including all attachments to support the report must all be in short size bond paper and to be fastened also using short size folder.
3. There shall only be one (1) Activity Completion Report per district, hence it is expected that Public Schools District Supervisors must submit a district consolidated report considering that a number of sessions are simultaneously conducted.
4. For compliance.

LELANIE T. CABRERA, CESE

Asst. Schools Division Superintendent

Office In-Charge

25 OCT 2016

(District Title)

ACTIVITY COMPLETION REPORT (ACR)

Title of Training: _____

Venue(s) : _____

Participant's Description:

Name of Teacher	School	Position/Designation

Activity (s):

Matrix/Matrices of the Training

- A. Grade 1
- B. Grade 2
- C. Grade 3
- D. Grade 4-6
- E. TLE Grade 4-6
- F. District Concerns

NOTE: To indicate already the names of the facilitators

HIGHLIGHTS: (To enumerate best part of the training)

RESULTS: (descriptions of the following)

- 1) Design of the Event
- 2) Methodology
- 3) Management of the Event
- 4) Resource Person(s) if there are any
- 5) Audience participation
- 6) Logistical Arrangements

Prepared by:

District INSET Coordinator

NOTED:

Public Schools District Supervisor

Enclosures:

- A. Photo copy of approved Training Event Requests (TERs)***
- B. Attendance Sheets***
- C. Workshop Instructions***
- D. Workshop Hand outs (sample only)***
- E. Workshop Outputs (captured in photos)***
- F. Opening Program***
- G. Closing Program***
- H. Summary of Evaluation of the Activity(s)***
- I. Pictures with labels***